

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 16-07

January 10, 2007

POSITION: Intake/Investigation Worker

DEADLINE TO APPLY: OPEN UNTIL FILLED

CLASSIFICATION: Children's Services Worker (Bargaining Unit)

DEPARTMENT: Job and Family Services

LOCATION: 222 E. Central Parkway
Cincinnati, Ohio 45202

WORK HOURS: 80 Biweekly

FLSA STATUS: Hourly/Non-Exempt

SALARY: \$14.81 per hour

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Bachelor's degree in Human Services related studies (preferred social work degree); Bachelor's degree (non-related) in any field and employment for at least two (2) years in a human services related occupation; an applicant with a non-related degree at the time of employment must sign an agreement to obtain a Bachelor's degree in Social Work (BSW) or related human services studies or a Master's degree in Social Work (MSW) no later than five (5) years after the date of employment. Must possess a valid driver's license issued in the state of residency. NOTE: Must have the use of an insured automobile. A criminal records check conducted by the Bureau of Criminal Identification and Investigation (BCI) is required.

Listed below are the PREFERRED QUALIFICATIONS of the department:

Good communication skills, professional office deportment, good judgment, ability to work well under pressure, ability to work cooperatively with fellow staff and supervision.

Listed below is a brief summary of the JOB DUTIES:

Responds to reports of abuse and/or neglect of minor children within 24 hours. Response consists of a home visit, hospital visit or both. Consults with other community agencies, interested parties to determine the validity of abuse/neglect complaints and to determine service needs. Prepares court petitions, calls witnesses, appears in court and interprets the procedures to the parents. Assesses the strengths and weaknesses in a home and makes recommendations to parents and on-going worker regarding needed services. Available to cooperating professionals and interprets to them the practices of the Hamilton County Department of Human Services and the feasibility of action demanded by them.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department
County Administration Building
138 East Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-2377

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.